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9 June 1955

MEMORANDUM FOR: Acting Director of Logistics

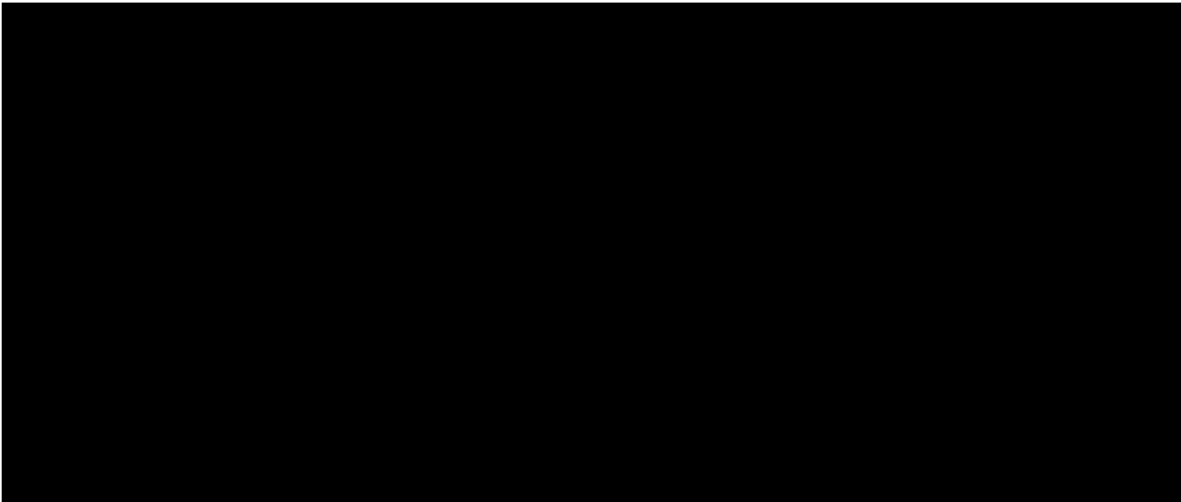
FROM : Acting Chief, Printing & Reproduction Division

SUBJECT : Weekly Activity Report

1. General

a. Plant Operations

Our workload in the Division remains heavy and will require overtime this week-end.



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c. Other Rush Work - (continued item)

Production of NIE's has progressed satisfactorily and the backlog in composition is now only one NIE.

The job for [REDACTED] has been completed and delivery effected. A telephone call has been received expressing appreciation for the expeditious service rendered on this job.

The rush job for ORR for 2,400 aerial photographs was completed on schedule. This job required 100 hours of overtime, in addition to one week of regular work.

2. Projects and Studies in Process

a. Survey of Agency Graphics Facilities - (new and continued item)

The Inspector General's report of the survey of the Office of Logistics recommended that the Agency's Printing Advisor survey all



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Headquarters graphic facilities with a view to their centralization under the Printing and Reproduction Division. This study has been started. Contacts have been made with various Agency components operating graphics facilities for the purpose of bringing up-to-date the data contained in the report of a study made by a member of the Inspector General's Staff. When this is completed, an analysis will be made of the information thus obtained and a report made thereon.

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b. Staff Study Regarding the Establishment of a Second Shift in the [REDACTED] Plant - (new and continued item)

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A staff study is under way to develop justification for the establishment of a second shift in the [REDACTED] Plant. It is expected that this study will adequately demonstrate the need for an increased T/O in order to enable the Division to meet deadlines and cope with increased workloads.

c. Graphics Register Prints - (continued item)

A new system of scheduling and handling work for the Graphics Register is to be introduced on 13 June 1955. This system requires that Graphics Register Division "batch up" each day's work and submit it to the plant in one load. This will permit the plant to meet the required production of 1,000 per day and will eliminate the necessity of scheduling this work. The finished work is to be returned within five work days from the date of receipt. This is another step in the plan to adequately meet all of Graphics Register requirements and to streamline production of this work. The study of methods and systems, however, is to be continued with a view toward further improvement.

d. Centralized Receiving for Agency Reproduction Requests - (continued item)

The procedure for handling of requisitions under this proposed system has been worked out with other Office of Logistics Divisions. A draft of a proposed Agency Notice has been prepared and is being discussed with the Divisions concerned. Several representatives of this Division are being briefed on the records required and methods used in handling printing requisitions on the GPO.

3. Other Items of Interest

a. Plans for the emergency exercise planned for 15-17 June.

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This Division is participating in the emergency exercise and has designated five employees to report to [REDACTED] for this purpose.

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b. Remodeling of Motion Picture Sound Room - (completed item)

All work on this project has been completed. No further report will be made.

c. Personnel - (continued item)

One new employee, a microphotographer, reported for duty during this reporting period.

d. Requisitions Reviewed - (continued item)

Five requisitions for procurement of printing and reproduction equipment were reviewed and approved as follows:

Multilith Machine, (replacement)
Graphotype, (issued from stock)
Ditto Machine
Apeco Autostat
Thermofax, "Secretary" Brand

Office of Security
Office of Personnel

Office of Collection
and Dissemination

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